

1. From an Internet browser, access: <http://cmspublic.illinois.gov/eben>. The "State of Illinois Public Account Portal" will appear on screen. (image shown right)
2. Click on **"Don't have an Illinois Public Account?"** **Sign Up** button. The **"Create a New Account"** portal webpage will appear on screen. (image shown right)
3. Input your **"First Name"**
4. Input your **"Last Name"**
5. Input your **"Email Address"** (business or personal email accepted)
6. Input and **"Confirm Email Address"**
7. Input/create your **"Username"** in accordance with the criteria below:

### Username Criteria

- Must be between 6 and 20 characters in length
  - May contain letters, numbers and periods
  - Should not start or end with a period
8. Input/Create a password in accordance with the State of Illinois Password Complexity Requirements listed below:

### Password Criteria

(ensure caps lock is deactivated, passwords are case sensitive)

- Minimum password length is 8 characters
- Password may not contain your Public Login Account, First Name, or Last Name
- Password cannot have been previously used
- Password must contain characters from three of the following categories:
  - English UPPERCASE characters (e.g. A through Z)
  - English lowercase characters (e.g. a through z)
  - Base 10 numbers (e.g. 0 through 9)
  - Non-alphabetic characters (e.g. !, @, #, \$, &)

### Tips for Strong Passwords

- Passwords are case sensitive, use a combination of uppercase and lowercase letters
- Use a mixture of letters, numbers, and special characters (e.g. P@\$\$WORD)
- Use supported non-alphabetic characters (e.g. !, @, #, \$, &)
- For a strong and easy to remember password, create a personal acronym
- Use a different password than your other online accounts

9. Input **"Password"**
10. Input and **"Confirm Password"**
11. Click on the **"Register Button"**

Register

Tips for Strong  
P@\$\$WORD\$

A **Confirmation Email** will be sent to your Email Address that you provided during the Illinois Public Account registration process. To complete the registration process, you will need to confirm your account by clicking on the link in the email. If you do not receive the confirmation email, check your Spam and Bulk Mail folders. It's possible that the email confirmation was tagged as spam by your email spam and bulk mail filter.

**NOTE:** The State of Illinois Public Domain includes a self service password reset solution which allows employees the capability to reset their account password remotely if ever forgotten. Passwords for State of Illinois Public Accounts will expire every 364 days. If you forget your Public Account or Password, link to the State of Illinois **Public Domain**, click on the **Can't Access Your Account?** and follow the instructions on screen.